

VACANCY ANNOUNCEMENT

(Announcement Number: 11-19)

The American Embassy in Kathmandu is seeking an individual for the position of Laborer.

OPEN TO: All Interested Candidates

POSITION: Laborer

OPENING DATE: July 5, 2011

CLOSING DATE: July 19, 2011

WORK HOURS: When Actually Employed (No regular work schedule)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

This is a When Actually Employed (WAE) position with no regular work schedule. The incumbent performs simple manual jobs to include cleaning and preparing houses for new residents. In addition, the incumbent is responsible for loading, unloading, and moving furniture, appliances and equipment between various locations; help keeping storage and work areas in clean and orderly condition; and performing any other simple manual jobs as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Primary School (Class 5) is required.
2. At least six months of experience in any job providing manual service such as mover, laborer or cleaner is required.
3. Level I (Rudimentary knowledge) speaking/reading/writing English is required. Level III (Good working knowledge) speaking/reading/writing Nepali is required.
4. A basic knowledge of safety practices associated with moving and lifting of moderate to heavy weights is required.
5. The ability to perform arduous manual work is required. The ability to work irregular work schedule as and when called is required.

TO APPLY

Interested applicants for this position must submit Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of supporting documentation (e.g. awards (if any), education certificates, etc) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

**SUBMIT APPLICATION TO (Please clearly mark your envelope as
“Application for Laborer”)**

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN ARE EQUALLY ENCOURAGED TO APPLY**

Also visit us at:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html